

Enclosure II.

- A. Common Acronyms for the DVOP/LVER Grant Program
- B. Glossary of Terms for DVOP/LVER Program

Enclosure II A.

LIST OF COMMON ACRONYMS

ADP	Automated Data Processing
ADVET	Assistant Director for Veterans' Employment and Training
AO	Administrative Overhead
AS&T	Administration, Staff and Technical Services
ASVET	Assistant Secretary (of Labor) for Veterans' Employment and Training
AWTS	America's Workforce Technology Solutions
CAP	Corrective Action Plan
CAS	Cost Accounting System
CFR	Code of Federal Regulations
COLA	Cost of Living Adjustment
DOD	Department of Defense
DV	Disabled Veteran
DVA	Department of Veterans Affairs (see also VA)
DVET	Director for Veterans' Employment and Training
DVOP	Disabled Veterans' Outreach Program
DTAP	Disabled Veterans' Transition Assistance Program
ES	Employment Service
ETA	Employment and Training Administration
FARS	Financial Accounting and Reporting System
FCJL	Federal Contractor Job Listing
FCP	Federal Contractor Program
FRPC	Financial Reconciliation and Property Certification
FY	Fiscal Year
GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act of 1994
HHS/PMS	Health and Human Services/Payment Management System
HVRP	Homeless Veterans' Reintegration Projects
ICESA	Interstate Conference of Employment Security Agencies
JTPA	Job Training Partnership Act
JTPA IV-C	Job Training Partnership Act, Title IV, Part C (also IV-C)
LEDs	Labor Exchange Delivery System
LESO	Local Employment Service Office
LO	Local Office (same as LESO)
LVER	Local Veterans' Employment Representative
MOU	Memorandum of Understanding
NOA	Notification of Obligation Authority
NOGA	Notice of Grant Award
NPS	Non-Personal Services
NVTI	National Veterans' Training Institute

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OASAM	Office of the Assistant Secretary for Administration and Management
OASVET	Office of the Assistant Secretary (of Labor) for Veterans'
Employment and Training	
OCD	Office of Cost Determination
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OJT	On-the-Job-Training
PAC	Post Award Conference
PB	Personnel Benefits
PERS	Public Employment Reporting System
PIC	Private Industry Council
PL	Public Law
PS	Personal Services
PY	Program Year
RAETA	Regional Administrator, Employment and Training Administration
RAVET	Regional Administrator for Veterans' Employment and Training
RIF	Reduction-In-Force
SAR	State Allocation Request (Worksheet)
SDP	Service Delivery Point
SESA	State Employment Security Agency
SF	Standard Form
SFOP	State Fiscal Operating Plan
SDV	Special Disabled Veteran
SGA	Solicitation For Grant Applications
SPOC	(State) Single Point Of Contact
TAP	Transition Assistance Program
UCX	Unemployment Compensation (Insurance) for eX-service members
UI	Unemployment Insurance
USC	United States Code
USDOL	United States Department of Labor
VA	Department of Veterans' Affairs
VARO	Veterans' Administration Regional Office
VAMC	Veterans' Administration Medical Center
VETS	Veterans' Employment and Training Service
VEV	Vietnam-Era Veteran
VPL	Veterans' Program Letter
VOE	Veterans and Other Eligible Persons
VPS	Veterans' Performance Standards
VWIP	Veterans' Workforce Investment Program (WIA, Section 168)
WIA	Workforce Investment Act of 1998
VR&E	Vocational Rehabilitation and Employment (formerly VR&C)

Enclosure II B.

## Glossary of Terms

For the purposes of this grant the following brief definitions apply:

Assurance and Certifications - The act of signifying intent to comply with applicable federal and State laws and regulations as a condition for receiving and expending USDOL grant funds.

Appointment- Competitive selection among "qualified" candidates, from within or without an agency, for a position identified or announced as vacant.

Assignment - Selection of an individual who may be designated from among existing "qualified" and eligible employees to assume the duties of or fill a particular position.

Barriers to Employment - Characteristics that may hinder an individual's hiring promotion or participation in the labor force. These identification of these barriers will vary by location and labor market. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working patterns.

"Campaign Badge" veteran - A veteran who served on active duty during a war (e.g., WWII), action (e.g., Korea, Vietnam) or in a campaign or expedition for which a campaign badge or an expeditionary medal has been authorized (e.g. Haiti, Somalia and Grenada). A complete listing of those periods is available on the following Internet site maintained by the Office of Personnel Management (OPM):

<http://www2.dol.gov/dol/vets/public/programs/programs/preference/medalawa.htm>

Caseload - Cases or applicant files constantly maintained at a given number for the provision of distinctive and similar services.

Case Management - A client centered approach in the delivery of intensive services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement.

Case Manager - One who coordinates, facilitates or provides direct services to a client or trainee from application through placement, post placement follow-up, or other case closing, exclusively, through periodic contact and the provision of appropriate assistance.

Cognizant Federal Agency - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circulars A-87 and A-102 [20 CFR, Part 97]).

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Counseling - A form of assistance which provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems which may pose a barrier(s) to sustained employment.

Counselor - (Employment/Vocational): A trained and qualified professional authorized to provide direct assistance (beyond advising and informing) through planning, testing, training and otherwise readying and individual for sustained employment.

Disabled Veteran - A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was medically discharged or otherwise released from active duty, due to service-connected disability.

DVOP (Disabled Veterans' Outreach Program): A program of Federal assistance through grants to States to staff and support an allocated formula position level stationed in accordance with 38 U.S.C. 4103A, appointed to perform a number of duties chief among which are direct employer contact, particularly with Federal contractors, Federal employers using individualized job development techniques, and with veterans (particularly with disabled veterans) using a case management approach to client-centered services.

Eligible: Meeting the minimum requisite qualifications to be considered for the provision of services or entry into a position under a funded program or as required by law.

Entered Employment: Applicants for service who were placed in jobs or otherwise obtained employment as a result of services used or received through the LEDS.

Follow - up - The tracking of clients for a period of time up to 180 days after initial placement, last referral date for services or completion of training programs to determine current status, outcome or whether to offer additional services (such as additional referral, job retention advisement, etc.).

Functional Supervision - The provision of technical support, staff coaching and training without line authority, analysis of SDP performance, and special assistance to help SDP management to enhance the quality and level of services provided to veterans.

FY - Fiscal Year. For federal government purpose, any twelve month period beginning on October 1 and ending on September 30.

GOTR (Grant Officer's Technical Representative): An individual (usually the DVET) serving on behalf of the Grant Officer who maintains and ensures the integrity of the approved grant agreement by reviewing and making recommendations regarding technical matters not involving a change in scope, cost, or conditions.

Indirect cost - A cost that is incurred for a common or joint purpose benefitting more than one cost objective and that is readily assignable to the cost objective specifically benefitted.

Intake - A process for screening individual applicants for program eligibility or making level of need determinations; making an initial determination what services (self-service, mediated or intensive) or program can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting individual applicants for particular service delivery or program participation.

Intensive Services - The provision of concentrated staff services to clients who indicate the need for facilitation or interventions to secure lasting employment. The case management approach to service delivery is a viable model for successfully providing such services and obtaining the clients goals.

Job Development - The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer (targeted job development); and the development of one or more job openings or training opportunities with one or more employers using a variety of techniques and means of contact.

Job Search Assistance (JSA) - An activity which focuses on building practical skills and knowledge to identify and initiate employer contact and conduct successful interviews with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume and application preparation, learn interview techniques, and receive labor market information. Job search assistance is often self-service activity in which individuals obtain information about specific job openings or general job or occupational information.

Labor Exchange - Refers to the services provided to job seekers and employers by the State Employment Service Agencies, or other designated entities. Preparatory services to job seekers may include assessment, testing, counseling, provision of labor market information, targeted job development, resulting in job referral and follow-up with former applicants and prospective employers. Employer-oriented services may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up to foster job retention and develop additional job openings or training opportunities.

Labor Force - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. (Bureau of Labor Statistics Bulletin 2175).

LEDS (Labor Exchange Delivery System): Describes the system of matching jobs and training opportunities with applicants operating with Federal employment and job training funds.

LVER (Local Veterans' Employment Representative Program): A program of Federal assistance through grants to States to staff and support an allocated position level, appointed full-time or assigned half-time and distributed in accordance with 38 U.S.C. 4104 to perform a number of duties, chief among which are the provision of intensive (case management) services to targeted eligible veterans with emphasis on VA VR&E, and to functionally supervise without necessarily exercising line supervisor authority over the provision of services to veterans by SDP staff.

Needs-based determinations - For these purposes, a term which refers to the procedure which involves the screening of new applicants to assess whether they can best benefit from (a) self-service; (b) mediated or facilitated service to include job development and referral for job ready veterans who are career designated; or (c) intensified client-centered (case management) services. These three categories or service level tiers are used to identify those veterans who need to be served by DVOP Specialist or LVER staff and can best benefit from a case management approach to the delivery of services.

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NVTI - (National Veterans' Training Institute): An agency contracted with USDOL/VETS to develop and provide skills development and enhancement training to individuals who are determined by the ASVET and who deliver or monitor the provision of employment and training related services to veterans (38 U.S.C. 4109).

Other Eligible Person - (a) the spouse of any person killed in action or who died of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this Chapter [38 U.S.C., 4101 (5)], is listed, pursuant to section 556 of title 37 and regulation issued thereunder, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety days: (I) missing in action; (ii) captured in the line of duty by a hostile force, (iii) forcibly detained or interned in line of duty by a foreign government or power, or (c) the spouse of any person who has a total disability permanent in nature from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Outreach - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outstation: A term used to identify locations other than local employment service offices (LESO), One-Stop Career Centers or other such SDPs where, after consultation with DVET, DVOP Specialists may be stationed to include VA, offices, educational institutions, and military installations on a full-time or part-time basis, to provide veterans seeking assistance access to the full range of employment and training related services that would be available from that specialist in an SDP.

Placement Rate - This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of total participants who were registered for services or enrolled in the program by the number of applicants or program participants who were placed or otherwise entered employment.

Preference - The application of priorities in the consideration and selection through appointment or assignment of staff to funded positions, or in the provision of direct services and order of referral to listed openings in the order designated by statute, regulation, and grant agreement.

PY (Program Year) - The 12-month period beginning July 1 in the fiscal year for which the appropriation is made, and ending on the following June 30.

Qualified- An individual who has been determined to possess the requisite knowledge, skills, and abilities for positions within the context of the selection process used to identify and rank persons possessing those attributes.

Recently Separated Veteran - refers to an individual who applies for program participation or assistance within 48 months of separation from active U.S. military service (29 U.S.C. 1503 (27) (C)).

Service Connected Disabled - refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA) , or (2) an individual who was discharged or released from active duty because of a service-connected disability.

(38 U.S.C. 4211(3); 29 U.S.C, Chapter 19, section 1503 (27) (C)

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Service Delivery Point (SDP): Includes offices of the public employment delivery system operated directly or by contract with the State Employment Security Agency as grantee within a State and may include One-Stop Career Centers, local employment service offices, and any satellite or itinerant offices at which labor exchange services are available.

SESA - State Employment Security Agency, the State level organization, as affiliated with the former United States Employment Service.

SGA - (Solicitation for Grant Applications) - A document which provides the requirements and instructions for the submission by eligible applicants identified in the document's text of requests for Federal domestic assistance (funds) for one or more programs or grants-in-aid.

Targeted Job Development - The identification and marketing of a group of qualified applicants with similar occupations or employment barriers requiring personal visitation/phone contact with those employers likely to employ these individuals.

Tiered Service Levels - See "Needs-Based Assessments."

Veteran - An individual who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable (29 U.S.C. Chapter 19, section 1503 (27) (A) [for WIA, Section 168 (VWIP) and WIA, Title I training/services]).

Veteran (LEDS) - An individual who (a) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge; (b) was discharged or released from active duty because of a service-connected disability; or (c) as a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d) or (g), 12302 or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge or expeditionary medal is authorized and was discharged or released from such duty with other than a dishonorable discharge (38 U.S.C. 4211 (4)).

Vocational Guidance - The provision of information, suggestions, and advice through discussion with individuals who are considering a geographical or vocational choice or change, relating to their career decision.



Wartime Veteran - See "campaign" veteran and veteran (LEDS) above.